

STATE OF NEW HAMPSHIRE HUMAN RESOURCES

CLASSIFICATION: RECORDS CONTROL CLERK

Class Code: 7550-10

Date Established: 12-11-74

Occupational Code: 1-2-2

Date of Last Revision: 12-28-01

BASIC PURPOSE: To perform clerical duties requiring skills in processing, cataloging, maintaining and retrieving a variety of records and documents for a specified organizational unit.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Assembles fiscal data and prepares routine statistical records and reports.
- Reviews documents to verify accuracy of records and to ensure that any discrepancies or errors are corrected.
- Monitors the flow of paperwork to expedite responses to requests from internal sources, other agencies, or the general public.
- Interviews general public to determine follow-up to complaints and inquiries.
- Drafts routine replies to correspondence requesting information from agency records.
- Generates hard copies from fiche or film as required.
- Performs simple accounting duties in maintaining necessary records for use in managing section or division budget.
- Catalogs duplicate microfiche and microfilm records shipping backup copies for off-site storage.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions under good conditions in a safe working environment.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of clerical experience involving typing, preferably in the area of records management.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of modern office practices and procedures. Knowledge of basic principles of accounting and office reporting. Ability to understand and follow instructions. Ability to type at a moderate speed. Ability to maintain a filing system. Ability to establish and maintain good working relationships with other employees and the general public. Ability to supervise. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

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Last Updated 01/04/02
URL: http://www.nh.gov/hr/classspec_r/7550.htm

SUPPLEMENTAL JOB DESCRIPTION:

Classification: Records Control Clerk

Function Code: 7550-10

Position Title: Records Control Clerk

Date Established:

Position Number: 9TEMP

Date of Last Amendment

Scope of work: To perform clerical duties requiring skills in maintaining and retrieving a variety of documents and records for the Bingo/Lucky 7/Games of Chance division of the Pari-Mutuel Commission.

Accountabilities:

- ☐ Assist in reviewing all financial documents for Bingo, Lucky 7 and Games of Chance for accuracy prior to processing.
- ☐ Filing documents relating to charitable organizations for Bingo, Lucky 7 and Games of Chance.
- ☐ Become familiar with the Bingo, Lucky 7 and Games of Chance laws, rules and regulations.
- ☐ Customer service duties include acting as a receptionist to greet customers, obtain documents, answer questions, and verify that all required forms are received.
- ☐ Verify Bag & Deal invoices from Distributors and Manufacturers for accurate collection of monies of Lucky 7 tax fees.
- ☐ Input financial data into Excel spreadsheets or Access database as directed by Supervisor
- ☐ Works with other office employees doing various office duties: filing, photocopying, scanning, assembly of rule booklets, and other duties as necessary.

MINIMUM QUALIFICATIONS:

Education: High school diploma or G.E.D. equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years of clerical experience involving typing, preferably in the area of records management.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of modern office practices and procedures. Knowledge of basic principles of accounting and office reporting. Ability to understand and follow instructions. Ability to type at a moderate speed. Ability to maintain a filing system. Ability to establish and maintain good working relationships with other employees and the general public. Ability to supervise. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. An employee may be required to perform other related duties not listed on this supplemental job description provided that such duties are characteristic of this classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's name and signature

Date reviewed

Supervisor's name and title: _____

The Above job description accurately measures this employee's job duties.

Supervisor's Signature

Date reviewed

Division of Personnel

Date approved